



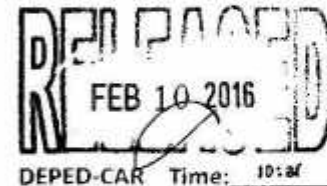
Republic of the Philippines
 Department of Education
CORDILLERA ADMINISTRATIVE REGION
 Wangal, La Trinidad, Benguet

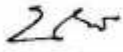


REGIONAL MEMORANDUM

No. 041-2016

Date : February 9, 2016
 To : Schools Division Superintendents
 Public and Private School Heads
 All other concerned



From :  **ELLEN B. DONATO, Ed.D., CESO III**
 Director IV
 Subject : **CHILD ABUSE, EXPLOITATION, VIOLENCE, AND
 DISCRIMINATION QUICK RESPONSE ACTION**

This Office noticed that child abuse, exploitation, violence, and discrimination against children cases are not immediately being forwarded to this Office as schools first require the parents of the child to submit a complaint complete in form. Thus, this is to clarify the process/procedure in the "quick response action" that schools shall undertake in said cases.

The following shall be the Guidelines in the Quick Response Action that every School shall undertake **WITHIN FORTY EIGHT (48) HOURS** from receipt of a complaint:

1. All child abuse, exploitation, violence, and discrimination complaints shall be directed to the School Head, who shall immediately forward it to the proper Disciplining Authority - the Regional Director for complaints against teaching personnel, the Schools Division Superintendent for complaints against non-teaching personnel. If the complaint is not in accordance with the prescribed form, the School Head shall inform the complainant/s of the requirements of a formal complaint. Once the complainant files a formal complaint, it shall also be immediately forwarded to the proper Disciplining Authority.
2. At the same time, the School Head shall convene the Child Protection Committee who will immediately interview the child and accomplish the intake sheet.
3. During the course of the investigation, the Child Protection Committee shall refer the child to the Hospital/Clinic for Medical Check-up and the issuance of a medical certificate; to the Women's Desk of the Philippine National Police for blotter; and to the LSWD for assessment, psycho-social intervention and protective measure. The child may also be referred to any National Government Organization for any assistance it can give (*The flow chart is attached as Enclosure I*).

Telephone Numbers:

Office of the Director IV	-422-1318	Budget and Finance Division	-422-5155	Cash Section	-309-3017	Record Section	-309-3015
Fax Machine	-422-4074	Elementary Education Division	-422-7096	Physical Facilities Unit/ICT	-309-3011	Payroll Services Unit	-424-3993
Office of the Director III	-309-3013	Alternative Learning System	-422-5187	Regional Planning Unit	-309-1234	Special Services Division	-424-5167
Administrative Division	-422-1804	Secondary Education Division	-309-3014	Supply Unit	-422-2198	Commission on Audit	-422-7434



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4. The parents of the child shall be advised to submit to the School Head a copy of the Medical Certificate, the police blotter, and the LSWD assessment. Once said documents are submitted, the School Head shall immediately forward said documents, including the intake sheet, to the Disciplining Authority.

FOR STRICT COMPLIANCE AND WIDE DISSEMINATION.

ORD/LJ/VBF/jsd

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CHILD ABUSE QUICK RESPONSE ACTION FLOW CHART

